



## Division 15 Executive Committee Meeting Notes: August 13, 2010

### **Division 15 Executive Committee Meeting Notes August 13, 2010**

#### *Open Session (7-8pm)*

*In attendance: Paul Schutz, Chris Wolters, Tim Urdan, Dave Bergin, Helen Patrick, Dionne Cross, Ji Hong, Michele Gill, Marty Carr, Ellen Usher, Mei-Lin Chang, Stephen Tonks, Ellen Mandinach, Sharon Nicholls, Patrick Kyllonen, Eric Anderman, Nancy Perry, Michael Martinez, and Jessica Summers.*

**P**resident Paul Schutz opened the meeting by providing his report. President Schutz noted that the Executive Committee has had a busy year – in which a greater portion of the work is being completed and archived electronically. President Schutz thanked the program co-chairs for their hard work. He noted that the sessions have been very well attended. President Schutz also thanked Chris Wolters for his service as treasurer noting that the treasurer's job has grown exponentially during his tenure and that he has handled it very well.

**N**ext, Treasurer Chris Wolters gave his report on the status of the Division. He noted the Division is in excellent financial shape and currently has about \$427,000 in its savings account and about the same in its checking account. Treasurer Wolters announced the new treasurer is Sharon Nichols. Sharon will visit Wolters at the University of Houston for a half-day of training. They will finish the transactions for the conference after which she will resume full responsibility for the treasurer position. To date, the 2010 convention expenditures have all been accounted for and all budgets have been approved. Chris will share his spreadsheets with Sharon to ensure there are no delays in payments. Tasks that remain include wrapping up the Early Career awards for this year's winners as well as soliciting final reports from previous awardees.

**I**n his report, Chris made several recommendations for supporting the work of the Division 15 Treasurer. Specifically, he noted the increasing financial implications of the Executive Committee's initiatives to support individuals as a way of advancing the goals of the division (i.e. awards, grants, travel).

These initiatives have created more work for the Treasurer. Recommendations include:

- a. *Provide funding for an Administrative Assistant for the Treasurer.* Many of the Treasurer duties involve processing travel reimbursements or similar types of basic paperwork. These tasks could be managed by some sort of assistant that might include a staff person or graduate student hired at the Treasurer's institution or a staff person at the APA central office. The most cost effective method appears to be to hire and pay someone on an hourly basis. However, it is important that the Division not put itself in a position where it has to manage the payroll process directly. Chris recommends that the Division approve an initial budget to be used for this type of assistant to the in-coming Treasurer of \$1500 a year. This total is based on a very rough estimate using 8 hrs/month x 12 months x \$15/hr = \$1440. The effectiveness and cost of this effort should be evaluated routinely. Chris moved to establish a line of funding for an administrative assistant to the treasurer. The motion was approved.
- b. *Establish a Grants and Awards Committee.* The Division has begun to provide advance funding to individuals or small groups so that certain projects or activities can be accomplished. Recent examples of these projects include the Early Career Awards and the Teaching of Educational Psychology Conference. These forms of support have resulted in the Treasurer assuming a role similar to a grant administrator who must monitor and evaluate whether the project is completed as proposed, consider and approve requests for changes in the project, and ensure that any required reports or other paper are submitted as planned. Chris recommends that the Division create an (initially) Ad Hoc committee that is assigned the responsibility to monitor, provide oversight, and report on the progress of these types of projects. The Treasurer would still process any paperwork necessary to set up or allocate funds, but would no longer be involved directly in the monitoring or evaluation of the projects. The Treasurer should be an ex officio member of this committee so that he/she can consult on financial issues with regard to the project. Nancy Perry noted we already have an award committee to handle nominations/applications; however, we might also need an individual rather than a committee to help the treasurer with the follow-up to awards. In response, Chris suggested that chairs of the awards committee might assume responsibility to send follow up e-mails concerning progress/use of funds.
- c. *Changes to Presidential Stipend.* At present the Division 15 President is provided \$10,000 that, according to the P&P Manual, are for use by the President to support the business of the EC, to fund his/her travel to the spring and summer meetings, and to fund requests by committee chairs, liaisons, or editors to meet their charges. Because they are provided to the President, these funds can only be accessed when he/she assumes the office of President. By tradition, the funds have been available to the President until the end of their term as Past-President. Chris recommends three changes: 1) He recommends that the total amount provided to the President be increased to \$15,000. The amount provided to the President has not been increased for at least the past six years. 2) He recommends that the purposes for which these funds can be used be broadened to include efforts to advance the goals or mission of the Division or its membership.



At present, current wording in the P&P Manual is too restrictive and prevents the President from funding initiatives that are not directly tied to the business of the EC or of an existing committee or an editor (e.g., supporting a website). 3) He recommends that these funds officially become available for Presidents to access beginning with their term as President-Elect and continuing until their term as Past-President expires. This change will ensure that the President-Elect can begin to organize and fund initiatives designed to advance the goals of the Division and its membership earlier and for a longer period of time.

- d. *Funding Meetings of the Executive Committee.* The business of the EC is greatly facilitated when its members can meet consistently in a face-to-face context. He recommends that the Division provide up to \$1000/year for each member of the EC (not including the President, Past-President, or President-Elect who have Presidential funds for this purpose) to reimburse them for travel costs associated with

attending the spring or summer meetings of the EC. Based on its current configuration, the total cost of this recommendation would be \$6,000 each year at a maximum.

Additionally, APA Council Representative, Michael Martinez, inquired about the need to diversify our invested funds. Treasurer Wolters commented that we currently have enough funds to diversify, and would be in favor of that kind of effort; however; the Treasurer is reluctant to become the financial advisor for the division. The question was then raised how we might make those kinds of decisions? Could this be accomplished through an ad hoc committee? Treasurer Wolters suggested that it might make sense to have an official audit of the division's finances. He noted that doing taxes for the Division is difficult and that the Executive Committee could find someone else to do this.

Jessica Summers delivered the Secretary's report of electronic votes occurring between May and August 2010:

- The Division 15 Executive Committee unanimously approved the minutes from the AERA meeting of the EC.
- The Division 15 Executive Committee unanimously approved the proposal and budget for the Handbook of Educational Psychology, Volume 3.
- The Division 15 Executive Committee voted 6:2 to table a discussion of initiating a new book series with Springer.
- The Division 15 Executive Committee voted unanimously to not raise membership rates.
- The Division 15 Executive Committee unanimously approved adding paragraph to Policies and Procedures manual concerning procedures for applicants for Fellows status who are currently Fellows of another division.
- The Division 15 Executive Committee unanimously confirmed the 2010 Dissertation Research Award Winners.
- The Division 15 Executive Committee unanimously confirmed Dr. Anita Woolfolk Hoy as new publications chair.
- The Division 15 Executive Committee unanimously approved the budget for Early Career Lunch. The Executive committee also voted (7:1) to approve purchase of the Zimmerman and Schunk history book for attendees.
- The Division 15 Executive Committee voted (7:1) to select Host Gator as the new server for the Division 15 Website.
- The Division 15 Executive Committee unanimously voted to approve the budget for the Executive Committee meeting/dinner and the Division's Social Hour in San Diego.
- The Division 15 Executive Committee voted (5 in favor, 3 abstain) to approve \$2000 additional funding for representatives of the Division to attend the 11th International Conference on Education Research (ICER) in Seoul, Korea.

She also reminded members that over the last six months, the Executive Committee has made significant updates to the Website (<http://webbingexpress.net/apa/index.php>). Specifically, we are actively posting announcements to the "Latest News" column on the homepage along with 'Spotlight on Achievement / Spotlight Article' and we are archiving the Newsletter. Our upcoming goal will be to move the website to the new host

website. We will announce the new link on the list-serve.

Last, Eric Anderman provided a report on the status of the third edition of the *Handbook of Educational Psychology*. Eric met with Taylor and Francis, and the consensus was that the third edition should come out in 2016 with the goal of reviewing innovations during the 10-year period since the second edition.

*Closed Session: 8-9pm*

*In Attendance: Paul Schutz, Ellen Mandinach, David Bergin, Chris Wolters, Nancy Perry, Helen Patrick, Jessica Summers*

Treasurer Wolters opened the meeting by suggesting that the Executive Committee make decision about the travel for the Executive Committee members to receive support for travel. Because Chris and Nancy will be rotating off the EC (and Jacque and Heather were not present) this eliminates a potential conflict of interest whereby members who would benefit from the funds would vote for them. Chris moved that we approve up to \$1000 per year for members of the executive committee (e.g. Secretary, Treasurer, Members at Large, and Representative to Council but excluding Presidents) to travel and participate in the spring and/or summer executive committee meetings at AERA and APA. The motion was unanimously approved.

Next, Treasurer Wolters moved to change Presidential discretionary fund from \$10,000 to \$15,000 to fund activities that advance the goals and mission of the division with these funds becoming available to President Elects through their term as Past President. This motion would be effective for the incoming President Elect, Martha Carr. Motion approved.

President Paul Schutz directed the discussion towards the creation of a new appointed position for a Division webmaster. The Executive Committee discussed whether a call should be placed on the listserv for a division member, specifically someone with web skills, or to hire outside of the Division to manage content and upload pictures? Nancy noted that an outsider to the Division would not have the content knowledge to manage the site. What if an academic person managed the content and hired a student to assist? President Schutz noted there was an e-mail discussion among Division Presidents – and most of them recommend using a Division member who would serve an appointed 3-year term. This

person would manage the content of the website. Jessica Summers inquired how the position of the webmaster would be different from the position of the NEP newsletter editor. Council Member, Michael Martinez suggested that we postpone some of these issues for the Fall Meeting of the Executive Committee. Specifically, the Executive Committee might want to think more broadly about communicating with the public and Division 15 members in order to figure out the right mix of venues. This issue was tabled for the Fall Meeting. President Schutz offered to take the lead in generating a proposal / e-mail call that might go out on the list-serve.

The next issue the Executive Committee addressed was publications. Past President Ellen Mandinach recapped the status of the proposal for a new journal. Sage's publication of the journal has been stalled because of correspondence problems. A senior staff member at Sage will be the new contact person, who will get in touch with Ellen. Regarding a new book series, the Executive Committee decided to table discussion of the book series until the Fall Meeting. Ellen noted that Springer is still very interested; however, the task is to come up with concrete suggestions for the series. Thus, the Executive Committee will charge the publications committee with the task of making recommendations (e.g., what topics, what authors, and how to recruit authors from across Division Membership).

President Paul Schutz raised the issue of his concerns about membership and the status of the membership initiatives. However, due to time constraints, issues of Membership and changes to the policies and procedures concerning the new Memorial Award were tabled until November.

The meeting was adjourned.

Respectfully submitted,  
Heather Davis & Jessica Summers